



Provincial Department of Education – Sabaragamuwa – Week School

Week: 31st June-7th July, 2021

Subject: English

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Kg/Dehi/ Meegasthenna M.V.**

Grade -10

Competency Level:- 7.7 Writes for official purposes

For official purposes in real life situations, we have to write formal documents, notices, memos, business e-mails, official letters, agenda in which we have to maintain a specific format and appropriate language.

Activity 1

Read the following notice and fill the grid.

Notice

All the students of grade 10 classes are requested to be on the online session through Zoom App for a special meeting on the 10th of July at 10 a.m. The purpose of this meeting is to discuss the self-study strategies you may use in these unexpected circumstances. The guest speaker, Dr Wimal De Silva from the University of Peradeniya will address you.

Teacher In charge of grade 10

| | |
|--------------------------|---|
| Event | 1 |
| How it will be conducted | 2 |
| Date | 3 |
| Time | 4 |
| For whom | 5 |
| Purpose | 6 |
| Speech by | 7 |
| Organizer | 8 |

Activity 2

Now write a notice by using the following information.

| | |
|-----------|---|
| Event | discussion |
| Date | 15 th June 2021 |
| Time | during the interval |
| Place | Auditorium |
| For whom | all prefects |
| Purpose | about the religious activity for Poson poya day |
| Speaker | Principal |
| Organizer | Head prefects |

Activity 3

Study the following formal letter written by the Secretary of the Environment Society of Suriyawewa Maha Vidyalaya to the Director of National Zoological Garden, Dehiwala requesting permission to visit there.

Suriyawewa Vidyalaya
Buttala,
10th June 2021.

Director,
Zoological Garden,
Dehiwala.

Dear Sir,

Requesting Permission to visit the National Zoological Garden

I am the secretary of the Environment society of our school. The members of our society are planning to visit the Zoological Garden which will be very helpful for their studies. There will be 60 students and 4 teachers participating in this visit. We hope to arrive the place around 1 p.m. and wish to spend about 3 hours there.

Kindly request your permission to visit the place and also the services of an officer to take us around the Zoological Garden to describe the procedure.

I am looking forward a favourable reply, so that we can go ahead with our arrangements.

Thank you,

Yours faithfully,

Nimali Perera

Secretary,

Environment Society

Label the parts of the above official letter according to the following format.

| |
|------------------|
| Sender's address |
| Date |

| |
|------------------------|
| Receiver's designation |
| Receiver's address |

| |
|------------|
| Salutation |
|------------|

| |
|-------|
| Topic |
|-------|

| |
|------|
| Body |
|------|

| |
|---------------------|
| Complementary close |
|---------------------|

| |
|---------------|
| Sender's name |
|---------------|

| |
|----------------------|
| Sender's designation |
|----------------------|

Activity 4

The English Literary Association of Rangegama Vidyalaya has decided to organize a seminar for grade 10 students. As the secretary of the Association, Complete this letter to be sent to the Zonal Director of Education in your Education Zone, requesting for a resource person to conduct the seminar. You may use the following words/phrases.

organize/resource person/request/discuss/in the /number/requesting for/Literary

Rangegama Vidyalaya,
Homagama,
22nd June 2021.

Zonal Director of Education,
Zonal Education Office,
Homagama.

Dear Sir/Madam,

I. ----- a Resource Person

The English ii----- Association of our school has decided to iii ----- a seminar for grade 10 students to prepare them for the O/L exam. For the iv ----- --- of 75 students, we wish to v ----- a model paper for 03 hours. We are planning to conduct it on the 25th of June, From 8 a.m. vi ----- school Auditorium. Kindly vii ----- you to send a ----- ---- to conduct the seminar.

Thank you,
Your faithfully,
K.G. Gamage
Secretary,
English Literary Association

Activity 5

Imagine you are the secretary of the Nature Club of your school and the members of the club are planning to visit the Rubber Research Centre in Agalawatta as their annual project. Using the letter in Activity 3 as a model, write a letter to the Director of the place, requesting permission to visit.